



# **CITY OF CHATTANOOGA, INC.**

Friends of the Festival  
Sales Department  
Attn: Karen Shostak  
180 Hamm Rd  
Chattanooga, Tennessee 37405

## **REQUEST FOR PROPOSAL**

**RFP REFERENCE #2011-02**

**FOR:**

**Food Vending  
at the 21<sup>st</sup> Century Waterfront Development Project**

**TO BE OPENED:**

**January 31<sup>st</sup> 2011**

**Mail sealed proposal to the address above with the following reference:**

**RFP Ref. #2011-02**



**Friends of the Festival, Inc.  
CITY OF CHATTANOOGA**

180 Hamm Rd  
CHATTANOOGA, TENNESSEE 37405

**EXECUTIVE SUMMARY**

Product: The 21<sup>st</sup> Century Waterfront Project has opened up a significant opportunity to our community to the beautiful Tennessee River. The project has created an area that is rich with opportunities for events and activities for people of all ages. It also creates a selection of vending opportunities for individuals in our community.

**INVITATION**

The purpose of this Request for Proposal is to solicit proposals from qualified properties for **protected vending zones** of the 21<sup>st</sup> Century Waterfront Development Project. You are therefore invited to submit a proposal for your services outlined in the attached documents. The process is expected to be as follows:

1. Submittal of Proposals by the date and time at the location specified in this request.
2. Evaluation of Proposals based on what is in the best interest of the City of Chattanooga (City), in consideration of price, terms, and all other matters which City of Chattanooga (City) deems appropriate.
3. Selection of one or more Proposals to be considered as final Proposals.

Proposals should be in accordance with the attached instructions or may not be considered. City of Chattanooga (City) reserves the right to reject any or all Proposals received, and to accept any proposal which in its opinion may be in the best interest of City of Chattanooga (City). City of Chattanooga (City) does not obligate itself to accept any particular Proposal.

Proposals must be received at the **Friends of the Festival, Inc office** by:  
**January 31<sup>st</sup> 2011**

Proposals may be mailed or delivered to:  
**Karen Shostak. Sales Director  
Friends of the Festival, Inc.  
180 Hamm Rd  
Chattanooga, Tennessee 37405**

## **II. INSTRUCTIONS**

For the Proposal to be considered, it must be submitted in accordance with the following instructions:

1. All information requested must be provided or your proposal may not be considered.
2. Original autograph signatures are required.
3. Any changes to the Proposal must be submitted in writing on or before the opening.
4. In executing this proposal, the company affirms that all of the requirements of the Proposal are understood and accepted by the property.
5. In the event City of Chattanooga determines, in its sole discretion, that additional proposals are necessary for a competitive procurement process, City of Chattanooga, may extend the RFP opening date for a period of time as it deems necessary.

## **III. SELECTION PROCESS**

The purpose of this RFP is to provide interested properties an opportunity to present their qualifications and expertise with respect to the needs and requirements of City of Chattanooga as outlined in this RFP. City of Chattanooga plans to use the following timeline to guide the selection process:

- Issuance of RFP ..... January 9<sup>th</sup> 2011
- Deadline for responses to RFP ..... January 31<sup>st</sup> 2011
- Selection & notification of successful respondent..... February 2011
- Partnership Contract Commences ..... February 2011

\*This schedule is subject to modification at the sole and absolute discretion of City of Chattanooga.

## **IV. TERMS AND CONDITIONS**

The following terms and conditions are to be considered binding on all respondents and may become part of any subsequent agreement:

- All responses shall become the property of City of Chattanooga and Friends of the Festival, Inc and will not be returned.
- The terms and provisions of this RFP and any ensuing agreement with the successful respondent(s) shall be construed in accordance with the laws of the State of Tennessee.
- If you are selected as an official Waterfront Vendor for the City of Chattanooga, some of the following schedules and guidelines apply:
  - Vending season begins May 1<sup>st</sup> 2011 and ceases October 31<sup>st</sup> 2011
  - A remittance of \$300 per month and per location is required and is done directly to the Parks and Recreation Office
  - No electricity is provided for any locations. All vendors must be completely self contained.

## **V. AGREEMENT WITH THE SUCCESSFUL RESPONDENT**

City of Chattanooga's selection of a successful respondent(s) does not necessarily mean City of Chattanooga accepts all aspects of the successful respondent's response. If City of Chattanooga and successful respondent(s) are unable to reach an agreement with respect to all points of the proposal, City of Chattanooga may thereupon consider other responses from other respondents or undertake any such other actions deemed to be in the best interests of City of Chattanooga. Any contract with the successful respondent shall not be assignable or transferable by either party without the prior written consent of the other.

## **VI. SUBMISSION & SELECTION CRITERIA**

City of Chattanooga and Friends of the Festival will evaluate and rank submitted proposals, based on the selection criteria below. Proposals should reference the corresponding item number.

- 1.1 History of experience in the overall management of vending operations.
- 1.2 A picture and written description of the vending cart and equipment proposed to be used.
- 1.3 A complete list of products for proposed products for sale.
- 1.4 A list of proposed prices of items to be sold.
- 1.5 Copies of any licenses & permits held by vendor that apply to doing business in the City of Chattanooga.

From the proposals received, City of Chattanooga will select respondent(s) for personal interviews prior to final selection. After these interviews, City of Chattanooga and Friends of the Festival may then select the successful respondent or may engage in subsequent interviews for negotiations.

Respondents are encouraged to represent their qualifications in the order listed above and to use only an 8½" x 11" format. Please provide an original and one (1) copy of the proposal that can be easily reproduced.